

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: COUNSELOR  
TYPE: Licensed  
REPORTS TO: Principal or Designated Administrator

### POSITION SUMMARY:

The primary purpose of this position is to support all students in receiving an appropriate education so that they will develop into responsible and caring citizens.

### MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Oregon School Counseling License issued through TSPC.
3. Criminal history clearance.

### ESSENTIAL FUNCTIONS:

1. Facilitates social and emotional growth among students; promoting academic and overall positive school experiences.
2. Assists students in the opportunity to explore, develop and express themselves intellectually, socially, and emotionally.
3. Implements a guidance program following state and district goals that meets the individual needs and development of students.
4. Participates in parent, teacher, and student conferences as requested and initiates such conferences as needed.
5. Assists the administration in implementing all policies and/or rules governing student conduct and supports the teaching staff in developing reasonable rules of classroom behavior and procedures.
6. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
7. Participates in the development and implementation of an individualized education program (IEP/504/TAG/etc.) as needed.
8. Administers appropriate tests to students and coordinates or assists with the building testing program.
9. Conducts individual and group counseling sessions providing the personal guidance and academic guidance for students and parents awareness of district academic standards and college or career planning.
10. Coordinates student and family needs with community resources as appropriate ( i.e., mental health, juvenile department, health department, ESD, Youth Services Team, etc.).
11. Coordinates site crisis prevention and management.
12. Coordinates peer helper program.
13. Confers with colleagues, administration, students, and/or parents.
14. Assists parents and community members as needed.
15. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
16. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
17. Operates computer and software programs as related to job responsibilities.
18. Lifts, moves or restrains a student on an occasional basis.
19. Frequent or prolonged standing, walking and sitting.
20. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

1. This position is primarily performed indoors in offices and school buildings.
2. Possible exposure to bodily fluids due to student or employee injury or illness.
3. Evenings and/or extended work hours are often required.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

**TERMS OF EMPLOYMENT:**

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement..

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

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Employee Name (Print)

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Employee Signature

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Date